# BY-LAW No. 7,

## TO REGULATE THE PROCEEDINGS OF COMMITTEES.

PASSED FEBRUARY 28, 1859.

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WHEREAS it is expedient to provide for the appointment of Committees, to define their duties, and to enact Rules for the governance thereof. Preamble.

Therefore the Council of the Corporation of the City of Toronto, enact as follows:

I.

So much of all and every By-Law or Resolution heretofore enacted or passed, as relates to the appointment of Committees, or to the duties of such Committees, or as may be repugnant to this Act, shall be, and the same are hereby repealed and rescinded. Provided always, that no portion of the Act passed on the 28th day of January, and entitled, "An Act to provide for the better administration of the affairs of the Corporation," shall be affected by the passing of this Act, unless when the same is specially recited. Previous rules repealed.

II.

There shall be annually appointed, at the first or second Meeting of each newly elected Council: Committees to be appointed.

1. A Standing Committee on Finance and Assessment.

2. A Standing Committee to be designated the "City Board of Works."

3. A Standing Committee on Wharves and Harbours.

4. A Standing Committee on Public Walks and Gardens.

5. A Standing Committee on Public Markets.

6. A Standing Committee on Fire, Water and Gas.

7. A Standing Committee to be designated the "Board of Health."

Committees to consist of.

Each Committee shall consist of such members of the Council, not exceeding one member from each Ward, as the Council may elect at its first or second Meeting as aforesaid, and the Mayor shall be *ex officio* a member of each Committee.

III.

Duties of Clerk of the Council.

The duties of the Clerk of the Council in connexion with the Standing and other Committees, shall be:

1. To notify each member of the respective Committees or Boards, appointed under this Act, so soon as the appointment has been made, of the time and place at which the first meeting of each Committee will be held, as provided in the following clause:

2. To furnish each of such members with a copy of this Act at the time of serving the notice of the first meeting.

3. To cause a notice of each regular and special meeting of each of the Standing and other Committees, except the "Committee on Finance and Assessment," and the "City Board of Works," to be served on the members thereof at their residence or ordinary place of business, at least twenty-four hours previous to such meeting being held.

4. To furnish the Chamberlain of the City, the Secretary of the "City Board of Works," and the Chairman of each of the other Boards or Committees, with certified copies of all resolutions, enactments, and orders of the Council relative to the matters over which the said Boards or Committees may respectively have jurisdiction, on the day next succeeding that upon which the action of the Council in respect thereof takes place.

5. To communicate or convey to the Committees or Boards, all petitions or other documents referred by the Council.

6. By himself or his deputy, to attend all meetings of the Boards or Committees, except the "Committee on Finance and Assessment" and the "City Board of Works," when required so to do by the Chairman thereof, and to record the minutes, orders, and reports of all such meetings in the manner hereinafter provided.

## IV.

Meetings of Committees, proceedings and duties of Chairman.

The members of each Committee shall meet at the City Hall within three days after that on which they are appointed, at such hours as the Mayor may direct, or in default of the Mayor naming such hours, then the Clerk shall appoint such hours as will be most convenient, of which he shall give due notice as hereinbefore provided.

1. The members of the respective Committees shall then proceed to elect from among themselves a Chairman, and immediately after such Chairman has been elected, the days for the future regular meetings of each Committee shall be determined by the members thereof, and also the hour at which each of such meetings shall be held.

2. The regular meetings of the "Finance Committee," and of the "City Board of Works," so determined, shall be at least once in each week, and by each of the other Committees as often as may then be determined upon, but all such meetings shall be at regular stated intervals, and not less than once in each month.

3. Provided that such other "special meetings" as the Chairman of the respective Committees may deem necessary may be held, but in all such cases twenty-four hours' notice shall be given as hereinbefore provided.

## V.

Mode of conducting business.

The business of the respective Committees shall be conducted under the following regulations:

1. The Chairman shall preside at every meeting, and shall vote on all questions submitted, and in case of an equal division the question shall be passed in the negative.

2. He shall sign all such orders and documents as the Board or Committee may legally order.

3. In his absence, one of the other members shall be elected to preside, who shall discharge the duties of the Chairman for the time being.

4. No business shall be transacted, unless four of the members of the Board or Committee are present.

5. Minutes of all the transactions of the Board or Committee shall be accurately entered in a book to be provided for that purpose, and at each meeting the minutes of the preceding meeting shall be submitted for confirmation or amendment, and after they have received the approval of a majority of the members present, they shall be signed by the Chairman.

6. There shall be entered on the minute book of each Board or Committee, all reports ordered to be submitted to the Council, all orders that may be passed, and all accounts that may be audited with a reference to the By-Law or Resolution of the Council under which such audit is made, together with such other matter as the Board or Committee may consider essential to a correct exhibition of its proceedings.

7. Each minute so recorded shall have attached to it a progressive number for reference, and an analytical index shall be kept for each minute book.

8. Whenever a division takes place on any question, the votes of the members shall be recorded, if required by one of the members.

9. No order or authority to do any matter or thing shall be recognised as emanating from any Board or Committee, unless it is in writing, nor unless it is signed by the Chairman or acting Chairman, and refers to the minute of the Board under which it is issued.

## VI.

**Duties of Committees and Boards.**

The general duties of all the Committees or Boards as appointed under this Act shall be as follows:

1. To report to the Council from time to time, and as often as the interests of the City may require, on all matters connected with the duties imposed on them respectively, and to recommend such action by the Council in relation thereto as may be deemed necessary.

2. To prepare and introduce into the Council all such By-Laws as may be necessary to give effect to the reports or recommendations of the respective Committees that are adopted by the Council.

3. To give effect by the instrumentality of the proper officer or officers to all by-laws and resolutions of the Council that relate to the duties of the respective Committees.

4. To audit all accounts connected with the discharge of the duties imposed by the Council, or with the performance of any works, or the purchase of any material or goods under the supervision of the respective Committees.

5. To consider and report respectively on any and all matters referred to the several Committees by the Council.

6. To adhere strictly in the transaction of all business to the rules prescribed by the respective By-Laws of the Council.

## VII.

In addition to the duties prescribed by the fifth clause of this Act, the duties especially imposed on the "Standing Committee on Finance and Assessment" shall be as follows: Duties of Committee on Finance.

1. To present to the Council on or before the last Monday in April in each year, a full and particular exhibit of the financial affairs of the City at the termination of the preceding financial year, together with an estimate of the amount required to be raised by assessment during the current year.

2. Recommend for appintment by the Council on or before the first Monday in February in each year, the names of such number of fit and proper persons to be Assessors as may be necessary for the performance of that duty.

3. Recommend for appointment by the Council on or before the first Monday in July in each year, the names of such number of fit and proper persons to be Collectors of taxes, as may be necessary to perform that duty.

4. Report to the Council on or before the first Monday in June in each year, as to the manner in which the revenue required for the current year should be raised.

5. Consider and report, as often as may be necessary, on the management of all matters connected with Railroad Stock, Bonds, or other securities held by the Corporation.

6. Consider and report on all affairs connected with leasing or selling of City property.

7. Direct the purchase of Stationery, the advertising of City Notices, and the performance of Printing, and to report thereon to the Council.

8. The Committee shall have the special supervision of the books of account, accounts, documents and vouchers, and of all moneys, debentures and securities in the Chamberlain's office, and also of the Chamberlain and of all others in his department under him.

9. They shall advise the Chamberlain when called upon to do so, in all matters pertaining to his office.

10. They shall see that all duties and services to be, or which ought to be, performed by him, are faithfully executed.

11. They may forbid the signing or delivery of any checks, or of any security, or the payment of any money by the Chamberlain, if they shall think it expedient so to do until the matter can be further considered, or can be referred to the Council.

12. Regulate all matters connected with the receipt and payment of money, and to order the adoption of such regulations in connexion therewith as may be deemed necessary for

the prevention of any payment being made in contravention of the By-Laws, and generally to manage the financial affairs of the City.

VIII.

To enable the "Committee on Finance and Assessment" to discharge the duties hereby imposed on it, the Chamberlain, by himself or his deputy, shall: Duties of Chamberlain

1. Act as its Secretary, and as such shall keep a record of all minutes, orders and reports as hereinbefore provided.

2. Cause a notice of each regular and special meeting to be served on each member of the Committee, at his residence or ordinary place of business, at least twenty-four hours previous to such meeting being held.

3. Supply all information relative to the finances of the City, and to all other matters connected with his office as the Committee may require.

4. Conform to all directions of the Committee consistent with the By-Laws.

IX.

In addition to the duties prescribed in the fifth clause of this Act, the duties especially imposed on the "City Board of Works" shall be as follows: Duties of Board of Works.

1. To consider and report on all matters connected with the maintenance, management and repair of City property, namely, Sewers, Drains, Macadamizing, Paving, Repairing, Grading, Watering and Cleansing of Streets, Lanes and Alleys, Side-Walks, Paving, Flagging, Surveys, Public Thoroughfares, and their maintenance against encroachments, Works, Buildings, except those named in By-Law No. 4, Fences, Lands, the Employment of Labour, and purchase of Material for all the purposes connected with the above named things.

2. Report and recommend to the Council such regulations for the control of private buildings, drains, and fences, as

may be requisite for the public safety and welfare, and in accordance with the Legislative enactments.

3. Report to the Council on or before the fifteenth day of November in each year on all works of permanent improvement in connexion with the City property above enumerated, as it may be considered essential to the welfare and convenience of the citizens should be carried out during the ensuing year, together with the estimated cost of the works so recommended.

4. Direct and control the City Surveyor and his staff in the discharge of their duties, and to report to the Council from time to time on all matters connected with the duties of that department.

5. Give effect to such orders of the Council in relation to the performance of works under other Comittees, as herein provided, upon requisition of such Committees.

X.

City Surveyor and Draughtsman, and their duties.

To enable the City Board of Works appointed under this Act to give effect to the provisions hereof, the Council shall appoint an officer to be known as the City Surveyor, and also a Secretary and Draughtsman, who shall hold office during the pleasure of the Council, at such salaries as may be annually determined upon, and it shall be the duty of those officers.

1. To comply with such orders as the Board may legally issue, and to perform such duties as may be allotted to them by this Act, or by the Act of the Corporation passed on the 28th day of January, 1858, entitled, "An Act to provide for the better administration of the affairs of the Corporation."

2. It shall be the further duty of the Secretary and Draughtsman to cause a notice of each regular and special meeting to be served on each member of the Board at his residence or ordinary place of business at least twenty-four hours before such meeting is to be held.

3. He shall also keep the Records of the Board in accordance with the provisions of this Act.

## XI.

No assistance in addition to the above officers shall be employed in the City Surveyor's Office unless the necessity for such additional assistance, and the cause thereof, shall have been first reported to the Council. But if, at any time, there should arise an urgent necessity for employing additional assistance, in default whereof the interests of the City might suffer, then the Board may order such addition to the staff as may suffice until the matter can be brought before the council, and action had thereon; provided always, that the employment of such additional assistance, with the full particulars of the occasion therefor, shall be reported to the Council at its next meeting.

**Additional assistance.**

## XII.

So much of clause No. 18, of the "Act to provide for the better administration of the affairs of the Corporation," as requires that the City Surveyor shall, on or before the first Monday in April in each year, make a report to the Council of the improvements and repairs necessary in his opinion to be made by the Corporation during the year; and so much of clause No. 40 of the said Act as requires the Board of Works, on or before the second meeting of the Council in the month of April in every year, to report an estimate of the expenditure to be required during the year in respect of matters usually referred to such Board, shall be, and the same are, hereby repealed; provided, always, that the repeal thereof shall not relieve such Engineer nor the Board from the duty of reporting as required by the above recited Act in the month of April now next ensuing.

**Clauses 18 and 40 of By-law of Jan., 1848, ameliorated.**

## XIII.

The City Surveyor shall report to the Council on or before the fifteenth day of November in each year as to the improvements and repairs necessary in his opinion to be made by the Corporation during the next succeeding year, so far as he can anticipate the same, including in such report all matters that by this Act are placed under the management of the "City Board of Works," and he shall also, on or before the first day of

**City Surveyor to report to Council.**

May in each year present a supplementary report as to any additional repairs that may not have been anticipated in his report of the preceding year, but which may subsequently appear to be required.

XIV.

Committee on "Wharves & Harbours," their duties.

In addition to the duties prescribed in the fifth clause of this Act, the duties especially imposed on the Standing Committee on Wharves and Harbours shall be as follows:

1. To manage and report on all matters connected with Wharves or other property abutting on the waters of the Lake that may be owned by the Corporation.

2. To manage and report in conjunction with the "Standing Committee on Finance and Assessment," on all matters relating to the settlement of accounts for the construction of the Esplanade, and filling in of Water Lots, the adjustment of the amount to be charged to the respective owners of Water Lots in respect of the said work, and the assessment therefor, in accordance with the Legislative enactment in relation thereto.

XV.

Committee on "Walks & Gardens," their duties.

In addition to the duties prescribed in the fifth clause of this act, the duties especially imposed on the Standing Committee on Public Walks and Gardens shall be as follows:

1. To manage and report on all matters connected with the the preservation of all grounds set apart for Public Parks, Squares, Gardens, or Walks, and the prevention of encroachments thereon.

2. Report on all matters connected with fencing, ornamenting and preserving the Parks, Squares, Gardens, or Walks, as aforesaid, and to carry out all such works connected therewith, as the council may authorise.

3. Consider and Report, in conjunction with the "Committee on Finance and Assessment," on all matters connected with the sale or disposal of the lands deeded to the City by the

Trustees named in a certain patent from the Crown, dated 1818, and which lands are commonly known as Public Walks and Gardens, and to manage and direct the disposal of the funds accruing from such sales, in such manner as may be consistent with the Acts of the Legislature in that behalf, and most conducive to the interests of the City.

XVI.

In addition to the duties prescribed by the fifth Clause of this Act, the duties especially imposed on the Standing Committee on Public Markets shall be as follows:

Committee on "Public Markets," their duties.

1. To manage and report on all affairs relating to the regulation of the Public Markets, Weigh-houses, inspection of Weights and Measures, the prevention of forestalling or regrating, the regulating of the assize of bread, the dealings of hucksters, the cleaning of markets, the prevention of the sale of tainted or unwholesome food, and the regulation of slaughter-houses.

2. Report on the levying and collecting of Market dues or tolls, and Weigh-house fees, and rental of stalls.

3. Report on all works that may be required for the maintenance of Markets, Market-houses and Fences, and to make requisition to the "City Board of Works" to carry out all such works in connection therewith as the Council may authorise.

XVII.

In addition to the duties prescribed by the fifth clause of this Act, the duties especially imposed on the "Standing Committee on Fire, Water and Gas" shall be as follows:

Committee on "Fire, Water and Gas," their duties.

1. To manage and report on the organization of the Fire Brigade, the supply and maintenance of the Engines, Hose-Carts, and all other apparatus connected therewith, in good order and repair.

2. The appointment of the members of the Brigade.

3. To report on the Lighting of the City, on the erection of

Gas Lamps, and the inspection thereof, and the inspection of Gas Metres.

4. To enquire into and report on the supply of Water, the erection and maintenance of Hydrants and Fire-plugs.

5. To consider and report on all matters connected with the establishment of Fire Limits, the inspection of buildings with reference thereto, and the prosecution of offenders against such regulations as may be enacted.

XVIII.

"Board of Health," their duties.

In addition to the duites prescribed by the fifth clause of this Act, the duties of the "Board of Health" shall be as follows:

1. To consider and report to the Council on all matters relating to the preservation of the public health.

2. To manage and regulate the Public Pounds, subject to the By-laws of the Council.

3. To cause the inspection of all places where nuisances are likely to accumulate, and to recommend such measures as may be deemed necessary for the prevention of disease and sickness.

XIX.

Health Officer.

To enable the Board of Health to carry out the provisions of this act, the officer appointed by the Council as Health Inspector, shall conform to all directions which the Board may issue, not inconsistent with the By-laws of the Council.

XX.

Select Committees, their duties and proceedings.

The meetings and proceedings of Select Committees shall be regulated by the rules prescribed in the fifth section. The duties of the Clerk in relation thereto shall be the same as in relation to the Standing Committees.

XXI.

Mode of keeping Minutes.

In order the more conveniently to carry out the provisions

of this By-Law, there shall be attached to each and every minute of the proceedings of the Council, a progressive number, commencing from the first day of January, 1859; and each document or certified copy of a minute communicated to the Boards or Committees, or any of them, as hereinbefore required, shall bear the number of the minute of the Council to which it refers.

XXII.

Every Committee shall see that the persons in office, or appointed to office connected with the department of each respective Committee has given, or does give, the necessary security required of them for the performance of their duty. And in the case of any new appointment, that this security is given before any such person enter upon his duties. General duties of Committees.

XXIII.

The provisions of this Act shall apply to all Committees acting during the present year, whether such Committees are appointed after or before the passing of this act. To apply to all Committees.

XXIV.

That this Act shall be designated and referred to as "By-law No. 7. No. 7.

COUNCIL CHAMBERS,
Toronto, February 28, 1859.

Signed,

[L.S.]

ADAM WILSON,
*Mayor.*

A true copy.

CHARLES DALY,
*Clerk City Council.*

ROWSELL & ELLIS, PRINTERS, TORONTO.